



State of Arizona Accounting Manual

Topic 00 General Information

Issued 04/29/19

Section 10 **Electronic Distribution of GAO Official**

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Notifications, Forms and Policy Statements

INTRODUCTION

Official GAO notifications, policy statements, and forms—whether they deal with accounting, payroll or other matters—are an important method of communicating information to State agencies and standardizing State administrative and financial operations.

To take advantage of available technology, GAO notifications, policy statements and forms are published directly and exclusively to the GAO Website at <https://gao.az.gov/>.

POLICY & PROCEDURES

1. The posting of notifications, forms and policy statements constitutes their official publication.
2. Notifications, forms and policy statements may be downloaded from the GAO Website and reproduced by agencies as needed.
3. Responsible parties must be familiar with notifications, forms and policy statements as of the date of their publication on the GAO Website. To facilitate familiarization, the GAO has established an automated method to alert responsible parties of the publication of notifications, forms and policy statements. To take advantage of this:
 - 3.1. Go to the GAO Website.
 - 3.2. Click on “Register for Updates” and enter the information requested.
 - 3.3. Registrants will automatically be informed by email of any newly published official notification, forms and policy statements or substantive changes to them.
 - 3.4. If the email address or other elements of information relating to a responsible party changes, he should return to the GAO Website and make the necessary changes using the “Register for Updates” utility.
 - 3.5. Each agency must “Register for Updates” and must ensure that the appropriate personnel in the agency also “Register for Updates.” The appropriate personnel in an agency are identified by their roles and responsibilities within the agency and include, minimally:
 - 3.5.1. The CFO, any CFO delegates, and Chief Accountant.

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- 3.5.2. Any user of (i.e., one with access to) a statewide financial, procurement, or payroll system. These systems include AFIS, HRIS (except ETE), APP, and TRIRIGA.
- 3.5.3. Any individual who has been designated as an Agency P-Card Administrator.
- 3.5.4. Any individual to whom has been issued a P-Card.
- 3.5.5. Any individual who has been designated as an Agency Travel Card Program Administrator.
- 3.5.6. Any individual to whom has been granted the authority to use the agency's Central Travel Account (CTA).
- 3.5.7. Any individual who approves employee travel or employee travel reimbursements.
- 3.6. The following personnel in each agency should be encouraged, though are not required, to "Register for Updates":
 - 3.6.1. Any individual who has been issued an Employee Travel Card (ETC).
 - 3.6.2. Any individual who is expected to regularly travel on State business.
 - 3.6.3. Any individual who is interested in attending training offered by the GAO, which includes Continuing Professional Education (CPE) events.
- 3.7. Agencies should encourage contractors with whom they deal to "Register for Updates."
- 4. If the GAO Website is down for any significant period (i.e., more than two (2) hours) and policy or related information is required, please email gaopolicy@azdoa.gov or contact the appropriate unit in the GAO to receive guidance.